

# WALLACE STATE

## H A N C E V I L L E

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### Student's Rights and Responsibilities

- ✓ It is the student's responsibility to know the procedures for receiving financial assistance as published in the Wallace State Community College Catalog and Class Schedule.
- ✓ Different types of aid have different requirements. Every student has access to the catalog and class schedule at [www.wallacestate.edu](http://www.wallacestate.edu). Click on the catalog to open to the Financial Information section. From this section the student can check:
  - Eligibility requirements
  - Standards of Progress for receiving financial aid
  - How change of program or major can effect financial aid
  - Financial Aid Disbursement Dates for Pell Grants and Direct Loans
  - First days to charge books for the type of aid you are receiving.
  - Consequences for repayment for early withdrawal or failure to complete 60% of coursework
  - Appeal process
  - Refund policy
  - Cost of attendance
- ✓ It is the student's responsibility to renew his/her financial aid each new school year.
- ✓ It is the student's responsibility to know the financial aid deadlines and to meet them.
- ✓ It is the student's responsibility to provide all documents required to complete your financial aid file in our office.
- ✓ It is the student's responsibility to repay any and all student loans. When you sign a promissory note, you agree to repay the loan.
- ✓ It is the student's responsibility to take care of all school business. FERPA guidelines prevent our staff from disclosing any personal information to anyone other than the student.
- ✓ It is the student's responsibility to maintain accurate contact information in the admissions office including a name, current address and telephone number. We will mail checks to the address on file with the school.
- ✓ All students are responsible for knowing the amount of aid they receive and they will be responsible for any balance due on their account for any reason. Students who enrolled in classes with start dates after the first day of classes (mini-sessions, telecourses, and/or weekend) **may not be eligible to receive their remaining balance check until after these classes begin**. Call the financial aid office for additional information.
- ✓ It is the student's responsibility to read, understand and retain a copy or ask for a copy of any document they sign.
- ✓ It is the student's responsibility to notify financial aid of any changes of program or schedule after classes start. Those changes may affect the student's eligibility for aid. You must also notify the outside agency if one is providing the aid for you.
- ✓ It is the student's right to ask how the school determines your need for financial assistance and how much of that need has been met.
- ✓ If a student is offered a work study job, it is the student's right to ask specifics about the position. It is the student's responsibility to satisfactorily perform the job.

The student Agreement & Acknowledgement Form must be submitted to the Financial Aid Office prior to the evaluation of your Financial Aid application.

**\*Note: This is not an application for a student loan. Additional documents are required to process your loan request. See the FA Office.**

### SECTION 1: STUDENT INFORMATION

Name \_\_\_\_\_ WSCC STUDENT ID# \_\_\_\_\_ / \_\_\_\_\_  
LAST 4 OF SSN \_\_\_\_\_

### SECTION 2: CERTIFICATION/AGREEMENT STATEMENTS

To ensure that you are familiar with your academic progress requirements and how your financial aid funds are utilized, please read the statements below and *initial* all boxes to confirm your awareness of this information.

#### Communication

Initial I understand that the WSCC Financial Aid Office utilizes email for all official communication.

#### Satisfactory Academic Progress

Initial I am aware that I must maintain a cumulative grade point average (GPA) of 2.0 and must successfully complete the minimum number of hours at the enrollment level for which I received financial aid to ensure continuation of financial aid. I am also aware that I must complete my program within a 150 percent time frame of the published length of the program. Failure to meet these standards may result in the termination of my financial aid eligibility at WSCC. Students must complete at least 2/3 of all classes in the degree plan they have started.

#### Use of Financial Aid Funds

Initial I certify that I will use all Federal, State, and Institutional financial aid only for related educational expenses as defined by my cost of attendance at Wallace State Community College.

Initial I understand that the dollar amount awarded on the award letter does not take into consideration the credit/contact hours that I am enrolled in.

#### Release of Financial Aid Funds

Initial I understand that I will receive the balance of my Pell Award on the fourteenth day of classes each semester, and it is my responsibility to know the date of disbursement.

Initial I authorize Wallace State Community College to use my financial aid funds to pay for institutional costs other than tuitions and fees. This includes charges at the bookstore or on-campus housing.

Initial I understand if I am withdrawn for non-attendance, I may owe a portion of Financial Aid received.

Initial If I officially or unofficially withdraw from all classes prior to completing 60% of the semester, I understand that I am obligated to repay a percentage of the Title IV funds received.

Initial I understand that I cannot receive Financial Aid at another institution and WSCC in the same semester/term. I am aware I must notify the Financial Aid office if I request to cancel my Financial Aid Award.

Initial I understand that if I am receiving a loan for two semesters that my balance check will be available after the 31<sup>st</sup> day of the beginning of each semester (disbursement day and location will be published on the WSCC website).

Initial I understand that by obtaining a Direct Loan for only **ONE** semester the Department of Education requires two disbursements. The 1<sup>st</sup> loan disbursement will be 30 days after the first day of class. The 2nd disbursement will be after midpoint. I also understand that these dates are published in the student class schedule as well as the WSCC website.

Initial I understand to receive a Pell Grant or Direct Loan balance check that I must be enrolled and currently attending.  
(MUST BE VERIFIED BY THE INSTRUCTOR)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_